

BUREAU OF BUDGET & MANAGEMENT RESEARCH



OFFICE OF THE GOVERNOR
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SEP 12 2019

BBMR CIRCULAR 20-01

To:

All Executive Line Department and Agency Heads

From:

Director, Bureau of Budget and Management Research

Subject: Fiscal Year 2020 Budget Allotment Process and Staffing Patterns

The FY 2020 Budget Act (Public Law 35-36), sets out the spending plan for the Government of Guam for FY 2020.

Your department/agency staff should review P.L. 35-36 and commence Establishment of Account and Budget Allotment Schedule preparations. Please review the FY 2020 Budget Act thoroughly to determine the mandated reporting requirements and any restrictions or limitations that may be imposed on your department/agency. An electronic copy of the Budget Act and budget forms will be made available on the BBMR website at http://bbmr.guam.gov.

Please prepare your budget allotment schedules per the following guidelines and conditions:

- Use the attached Request for Establishment of Account (EOA) and Budget Allotment Schedule. A request for EOA is *not* necessary for <u>existing</u> accounts being rolled over in the AS400 (FMIS) for FY 2020. EOA(s) and Budget Allotment Schedule(s) should be prepared for <u>new</u> program accounts only.
- All departments/agencies are to prioritize costs within established budget ceilings as follows:
 - 1. Personnel requirements for filled positions (including increments) Fund at 100%; also include Overtime requirements
 - 2. Utility Costs (Power, Water and Telephone) Fund at 100%
 - 3. Essential operational costs (i.e., contractual services for copier leases, office space rental agreements, etc.)
- Along with the EOA(s) and Budget Allotment Schedules, departments / agencies are to submit updated (FY 2020 Current) staffing patterns for each division/program. Be reminded that the staffing patterns should reflect the new Government of Guam Retirement Fund Rate of Contribution of 26.28% for FY 2020, pursuant to P.L. 35-36, Chapter XIII (Administrative Provisions), Part II, Section 3.

Allotment by Object Category

111 - Monthly releases (total appropriation levels divided by 26 pay periods – months of November 2019 and May 2020 have 3 pay days) and distribute according to your agency's current master payroll listing.

- 112 Quarterly release upon pre-approval of an Overtime Plan using form BBMR F-15A available under "Circular" on our website http://bbmr.guam.gov. Overtime Plans are due as soon as possible to avoid delays in overtime payments and should be planned for the full year.
- 113 Same process as 111 above. This should include cost requirements for Retirement and Medicare benefits, as well as Medical, Dental and Life benefits. For FY 2020, Aetna International will be the Government of Guam's exclusive insurance provider. Until such time the publication of the new medical and dental rates for FY 2020 are officially made known by the Department of Administration, you are to use the *Government* contributions for the current FY 2019 Medical & Dental plans as follows:

Plan 2000:

Class I - \$1,246 / Class II - \$1,986 / Class III - \$1,671 / Class IV - \$2,772

Plan 1500:

Class I - \$2,512 / Class II - \$4,567 / Class III - \$3,839 / Class IV - \$6,335

Dental:

Class I - \$204 / Class II - \$269 / Class III - \$229 / Class IV - \$373

- 220 Release upon approval of each travel request
- 230 Full release for continuing and/or fixed contractual obligations
- 233 Full release in October 2019
- 240 Quarterly release of appropriation
- 250 Zero release until written justification provided and approved by BBMR
- 270 Full release in October 2019
- 271 Full release in October 2019
- 290 Full release for fixed (recurring) miscellaneous costs (Local matching funds will be placed in reserve and released upon receipt of grant award)
- 361 Full release in October 2019
- 362 Full release in October 2019
- 363 Full release in October 2019
- 450 Zero release until written justification provided and approved by BBMR

Your FY 2020 departmental Budget Allotment Schedules are due to BBMR no later than <u>Friday, September</u> **20, 2019**, at the close of business.

Failure to comply to this circular will result in your department's/agency's inability to expend funds for operational requirements, such as for continuing contracts, etc. As such, it is important that your Budget Allotment Schedules are remitted by the established deadline so that BBMR may load appropriations/allotments by October 1, 2019.

Senseramente,

LESTER L. CARLSON, JR

Attachments



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Program Title:		SUMMARY		BUD	BUDGET ALLOTMENT		Sign Approved:	<u></u>			Date:	
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		Appropriation	Reserve	Release								
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230	Contractual	20.00	80.00	\$0.00	Oct.	\$0.00	Jan.	80.00	April	\$0.00	Alnf	80.00
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NOTES:	JMBEK	REPORTING REQUIREMENT	REV	ENUE ACCOUNT		DATE
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230 Contra	actual	271 Drug Testing	363 Utilitie	s - Telephone		other
220 Trave		270 Worker's Comp Ben	efits 362 Utilitie	es - Water	800 Exp	ense Reimb.
113 Benef	its	250 Equipment	361 Utilitie	es - Power	701 Ind	irect - Federal
112 Overti	me/Premium Pay	240 Materials / Supplie	s 290 Misce	ellaneous	700 Ind	irect - Local
111 Salary	•	233 Office Space Rent	al 280 Sub-F	Recipient/Grants	450 Ca _l	ptial Outlay
OBJECT CLASS(ES) REQUIRED:					
Local CIP	[D]	Federal 101 C	ontinuing [H]	Other:		
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